

**SECTION TWO – SPECIFIC PROCEDURES****EMERGENCY EVACUATION****PURPOSE:**

To establish a systematic method of safe and orderly evacuation of the entire building and its occupants in an emergency.

**APPLICABILITY:**

ALL fire alarms, orders for evacuation, and drills require complete evacuation of the building.

**PROCESS:**

All staff is to exit from their designated or alternate emergency exit door and proceed to their predetermined assembly area. Predetermined assembly areas are to be at least 1,500 feet from the building. In the assembly area, roll call will be taken. **DO NOT** leave this area until instructed to do so.

NOTE: If readily available take your purse and/or keys with you before leaving the building, as you may not be allowed to re-enter the building for an extended period of time. **DO NOT GO TO FIND YOUR BELONGINGS!**

**EMERGENCY EVACUATION AND CLOSURE PROCEDURES**

This procedure applies to all evacuations, and emergency closures of the courthouse.

**RESPONSIBILITIES of all staff:**

- A. Alert all visitors and staff** in your area there has been an emergency and they are to evacuate via the nearest exit immediately
- B. Secure your area** (if time permits)
  - 1. Turn off all equipment.
  - 2. Secure all cash drawers, files, checks, funds, jail records, etc.
  - 3. Close all windows and doors (do not lock).
- C. Leave the building** via the nearest safe exit. Leave in an orderly manner- **do not run.**
- D. Use stairs only. DO NOT USE ELEVATORS.** Use preplanned evacuation routes.

- E. **Assist the disabled** in exiting or to an Area of Refuge. The area of refuge will typically be a smoke-proof stairwell or other pre-designated area.
- F. **Proceed to** your designated **assembly area**.
- G. **Report to your manager** for a roll call, and wait in the designated area for further instructions.
- H. **Do not** attempt to **re-enter the building** unless instructed by a manager to do so.

**RESPONSIBILITIES of the Emergency Response Team:**

- A. Put on identification tags and marked and/or colored ERT vests or helmets.
- B. Implement the evacuation plan, and have staff assemble in their designated areas.
  - 1. Ensure the evacuation of your entire area. **Mark offices and floors as evacuated with “Evacuated” tags.**
  - 2. Report progress to the command center.
- C. Proceed to pre-assigned assembly areas.
- D. Assist the command center.
- E. Maintain liaison with the Incident Commander and report developments to the Court’s Command and Control Team.
- F. Verify evacuation of the holding cell.

**RESPONSIBILITIES of Chief Judge or Court Administrator**

- A. Report to command center. Make necessary decisions regarding the emergency. Assist responding agencies.
- B. Call (911), if needed.
- C. Notify, **after evacuating**, by remote telephone, police agencies to cancel prisoner appearances. Telephone number(s): \_\_\_\_\_
- D. Notify, **after evacuating**, by remote telephone, the prosecutor. Telephone number: \_\_\_\_\_
- E. Notify, **after evacuating**, by remote telephone, armored car service to cancel pick-up. Telephone number: \_\_\_\_\_
- F. Place public notice signs on the inside of glass doors advising public of what to do. The \_\_\_\_\_ will keep signs.

- G. Secure cash, checks, and money orders in safe. If no time, lock cash drawers and take keys. Close all file cabinets. (False fire alarms may be a diversion for a robbery.)
- H. **Maintain a chronological log of events.**
- I. Ensure the court is secure by maintaining a watch on building. See that private citizens remain in safe areas.
- J. Additional notifications:

**RESPONSIBILITIES of the Chief Judge or Designee:**

- A. Determine whether the judges and staff are to remain in the assembly areas or be sent home.
- B. Upon returning to building, check all calendared and docketed appearances that were missed; re-schedule and notify all parties as required.

**RESPONSIBILITIES of the Court Management Team:**

- A. **Take your copy of this plan with you.**
- B. Assign a specific person(s) to assist any handicapped employee. Ensure employees have read this plan and understand its' contents. Assist the physically handicapped as a first priority. **Know where the designated refuge areas are located.**
- C. Assemble your staff in the assembly area.
- D. Call roll and report status to the command center, or emergency response team.
- E. Keep staff together and await instructions.

**RESPONSIBILITIES of the Prisoner Escort Officers and the Police Department:**

Follow your department's procedures for evacuating prisoners from the courtroom and/or prisoner holding areas. **Police are responsible for the security of all prisoners.**

## KEY POINTS

### EMERGENCY EVACUATION

- **Call 911.**
  - **State your name**
  - **Address of the court**\_\_\_\_\_
  - **Nature of emergency**
  - **Injuries**
- **Alert staff and others to exit the building.**
- **Secure your work area.**
- **Exit the building** – do not run.
- **Assist the disabled/help to an Area of Refuge.**
- **Do not use elevators.**
- **Move to predetermined assembly area at least 1,500 feet from the building.**
- **Observe the exit route and be alert for any suspicious packages, vehicles.**
- **Report to your manager** at the assembly area.
- **Do not re-enter the building** without specific clearance.

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**EVACUATION CHECKLIST**

ISSUE	YES	NO
1. Evacuation routes identified		
2. Assembly area identified		
3. Alternative assembly area identified		
4. Evacuation routes posted		
5. "Evacuated" tags obtained		
6. Areas of refuge identified		
7. Emergency evacuation Key Points distributed		
8. Emergency telephone numbers identified		
9. Chronological log prepared		
10. Court closed sign prepared		
11. Evacuation drills conducted. Date:		
12.		
13.		
14.		
15.		

**CONSIDERATIONS FOR DEVELOPING FIRE EMERGENCY PLANS**

All areas of fire control, prevention, detection, evacuation, and suppression must be considered in developing fire emergency plans. All fire related plans should be developed in cooperation with local fire departments. All employees should **know** the **location** of the nearest **fire extinguisher** and **fire alarm**.

**Prevention**

- A. Periodic inspections by fire department.
- B. Visibly inspect all fire extinguishers regularly.
- C. Use materials and furnishings that are flame-retardant, especially in the holding areas.
- D. **Prohibit use of candles, incense burners, or personal heaters in the workplace.**
- E. Ensure search all persons prior to placing them in holding areas and remove matches, lighters, etc.
- F. Routinely search holding areas.
- G. If the court is in a multi-purpose building, meet with other tenants to determine their risk level.
- H. Conduct annual safety audits of the court for fire hazards – electrical wiring, housekeeping, etc.

**Detection**

- A. Have court fire safety equipment (sprinklers, smoke detectors and fire alarms) inspected and tested at least annually, or per MIOSHA standards.
- B. Monitor “high-risk” area(s). Maintain and test smoke detection system.
- C. Establish internal reporting/announcement method.
- D. Establish responsibility for contacting appropriate outside agencies.

**Evacuation**

- A. Establish responsibility for decision and notification.
- B. Establish security and emergency response team assignments.

- C. **Outline/diagram direct exit routes and alternative routes and post them.**
- D. Pre-determine the locations off site for assembly.
- E. Plan for transportation to secure holding area for prisoners.
- F. **Train and practice.**

### **Suppression**

- A. Assist fire department in becoming familiar with the court layout prior to the actual occurrence of fire.
- B. Obtain, place, and mark appropriate equipment.
  - 1. Self-contained breathing apparatus - **must have at least one in the holding area and security personnel must be trained and fit to MIOSHA standards to use.**
  - 2. Automatic fire suppression system
  - 3. Fire extinguishers. All employees should know the location of the nearest fire extinguisher and fire alarm. Employees should be trained in the proper use of fire extinguishers.
  - 4. Fire hoses and standpipes
- C. Maintain all equipment per MIOSHA standards.
- D. Keep current information on location of flammable materials in the building.
- E. Assign staff to provide fire crews with information concerning fire location, size, type, etc.

## **EMERGENCY PROCEDURES – FIRE: General Guidelines**

### **Reporting**

- A. **Activate Fire Alarm**
- B. **Dial 911.** State that this is a Fire Emergency. When connected with the fire department, or at the operator's request, **state:**
  - Your name.
  - The court's address:
  - Exact location of the fire.
  - Describe injuries, if any.

**PROCEDURES FOR ALL STAFF****When a Fire Alarm is Activated:**

- A. Proceed to the nearest safe EXIT.** Follow directions of the emergency response team.
- B.** Feel the top of the door. If it is hot or smoke is visible, do not open. Seal, do not lock, the door and look for alternative exits.
- C.** Do not attempt to save possessions at the risk of personal injury.
- D.** Do not use elevators.
- E.** Do not break windows. Oxygen feeds fires.
- F.** Stay low if moving through smoke.
- G.** Report to designated assembly area.

**If Trapped In a Room:**

- A.** Place cloth material around/under the door to prevent smoke from entering.
- B.** Close as many doors as possible between you and the fire.
- C. DO NOT open or break windows** unless necessary to escape (outside smoke may be drawn in).
- D.** Be prepared to signal your location through window.

**Responsibilities of Emergency Response Team**

- A.** Station someone near the street to direct fire department.
- B.** Evacuate the building by implementing the evacuation procedure.
- C.** Close all doors and windows around the area of the fire.
- D.** If possible, confine the fire to single room or area.
- E.** Use fire extinguisher (if appropriate).
- F.** Refer to the court Emergency Closure Checklist

**Upon Arrival of Fire Department**

- A.** Senior fire officer assumes command.
- B.** Follow fire department orders.

**Assembly, Reporting, and Recall**

- A.** Following evacuation, all personnel will assemble in the designated assembly area. Management team members will take roll and report status of their areas to the emergency response team. If anyone is thought to be trapped in the building or is unaccounted for, report the information to the Fire Department commander at once.
- B.** Await further instructions in the assembly area.

**KEY POINTS****FIRE EMERGENCY PLANS**

- **Activate fire alarm**
- **Call 911**
  - **State your name**
  - **Address of the court:** \_\_\_\_\_
  - **Exact location of the fire**
  - **Report any known injuries**
- **Secure your work area**
- **Exit the building** – do not run
- **Assist the disabled/help to an “area of refuge”**
- **Do not use elevators or break windows**
- **Stay low** if moving through smoke
- **Move** to predetermined assembly area **at least 1,500 feet from the building**
- **Observe the exit route and be alert for any suspicious packages, vehicles**
- **Report to** your **manager** at the assembly area
- **Do not re-enter the building** without specific clearance

**FIRE EXTINGUISHER INSTRUCTIONS**

- **Pull** safety pin from handle
- **Aim** nozzle at base of fire
- **Squeeze** the trigger handle
- **Sweep** the spray from side to side

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**FIRE EMERGENCY CHECKLIST**

ISSUE	YES	NO
1. Fire department inspection contacted		
2. Fire extinguishers inspected and tested		
3. Holding cell area checked for fire resistant materials		
4. Candles, incense burners, personal heaters prohibited		
5. Annual safety audit conducted		
6. Smoke detectors checked		
7. Exit routes and alternative routes diagramed and posted		
8. Self-contained breathing apparatus (SCBA) secured		
9. Staff trained in use of SCBA		
10. Police notified of prisoner evacuation policy		
11. Staff trained in use of fire extinguishers		
12. List of all flammables prepared		
13. Staff trained in policy		
14. Floor monitors identified		
15.		
16.		
17.		
18.		
19.		

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**CONSIDERATIONS FOR TELEPHONE BOMB THREAT OR SUSPECTED MAIL BOMB**

Planning, identification/detection, and evacuation must be considered in developing Bomb Emergency plans. All related plans should be developed in cooperation with local police and fire departments.

**Planning**

The following are from Bomb Threats and Physical Security Planning from the U.S. Bureau of Alcohol, Tobacco, and Firearms. For a more detailed explanation, please refer to the original document.

- A. Designate a chain of command.
- B. Establish a command center.
- C. Decide what primary and alternate communications will be used.
- D. **Establish, clearly, how and by whom a bomb threat will be evaluated.**
- E. Decide what procedures will be followed when a bomb threat is received or device discovered. Train command center staff and decision makers.
- F. Determine to what extent the available bomb squad will assist and at what point the squad will be requested.
- G. Utilize the model evacuation plan but allow enough flexibility to avoid a suspected danger area.
- H. Use the emergency response teams, and provide evacuation training and drills.
- I. Designate search teams and provide on-going training.
- J. Designate areas to be searched.
- K. Establish techniques to be utilized during search.
  - 1. Look for anything unusual or out of place.
  - 2. Search and report only. **Do not touch anything unusual.**
  - 3. **Search is visual only.** The Police Department and/or the Bomb Squad will conduct the physical search.
  - 4. Evacuate building or area if instructed by the Incident Commander to do so. Assemble in designated area. Refer to the court's Emergency Closure Checklist.

- L. Establish a procedure to report and track progress of the search to the Emergency Command Post, and a method to lead qualified bomb technicians to a suspicious package.
- M. Have a contingency plan available if a bomb should go off. **The contingency plan should be located off-site**, yet readily available.
- N. Establish a **simple to follow** procedure for the person receiving the bomb threat, and train staff on the procedure and use of the bomb threat form.
- O. Review your physical security plan in conjunction with the development of your bomb incident plan.
- P. Train all staff, and especially security and maintenance personnel to be alert for people who act in a suspicious manner, and especially to watch for objects, items, or parcels which look out of place or suspicious.
- Q. Establish and implement a policy that all inquiries from the news media be directed to one individual appointed as spokesperson.

### **Detection**

- A. Monitor all packages, parcels, and incoming mail through a weapons and explosives screening process. Provide training and equipment to screen packages.
- B. Establish internal reporting/announcement method.
- C. Establish telephone and switchboard procedures for handling a threat. Require reporting of all threats, and provide on-going training on handling threats.
- D. Establish responsibility for contacting appropriate outside agencies.
- E. Establish responsibility and process to conduct searches. Provide training on searching.
- F. Assist the police department in becoming familiar with the court layout prior to the actual occurrence of a bomb threat.

### **Evacuation**

- A. Implement emergency evacuation procedures.
- B. Establish responsibility for decision and notification.
- C. Establish security and evacuation assignments.
- D. **Outline/diagram direct exit routes and alternative routes and post them.**

- E.** Pre-determine the locations for assembly off-site.
- F.** Plan for transportation of prisoners to a secure holding area.
- G.** **Train and practice.**

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**EMERGENCY PROCEDURES – TELEPHONE BOMB THREAT, SUSPECTED MAIL OR PACKAGE BOMB****Telephone Procedures**

- A. Engage phone tape recorder (if available) or have another person listen in on an extension (if applicable). **All courts should have telephone ID.**
- B. Get all information possible. Use telephone bomb threat checklist.
- C. **Take every threat seriously;** treat as real until proven otherwise.

**Suspected Mail or Package Bomb**

- A. If a suspicious letter or parcel arrives do not open it. Review the attachment on Letter and Package Bomb Indicators from the FBI and US Postal Service.
- B. If available, have package x-rayed or electronically scanned to attempt to determine contents.
- C. When in doubt treat the package as a real bomb.

**Reporting**

Note the order of these steps may vary depending on the pre-established process and chain of command.

- A. Dial 911. State that this is a Bomb Threat Emergency.
- B. When connected to the police department, or at operator's request, give:
  - 1. Your name.
  - 2. The court's address:
  - 3. Exact location of bomb, if known.
  - 4. Time when the bomb is to explode, if known.
- C. Notify: \_\_\_\_\_

**General Procedures**

Note the order of these steps may vary depending on the pre-established process and chain of command.

- A. The police department will respond to the court and take command.
- B. All appropriate persons/agencies will be alerted.

- C. Trained staff will conduct a floor search under the command of the court's emergency response team.
1. Look for anything unusual or out of place.
  2. Search and report only. **DO NOT TOUCH ANYTHING.**
  3. **Search is visual only.** The Police Department and /or the Bomb Squad will conduct the **physical** search.
  4. **Evacuate building or area if instructed by the Incident Commander** to do so. Assemble in pre-designated area. Refer to the court's Emergency Closure Checklist.

## **KEY POINTS**

### **BOMB THREAT**

- **Get information – USE BOMB THREAT CHECKLIST**
- **Notify supervisor**
  - If directed to do so: Call 911
  - State your name
  - Court address \_\_\_\_\_
  - Exact location of bomb, if known
  - Time bomb is to explode, if known
- **Follow directions**

## **KEY POINTS**

### **SUSPICIOUS PACKAGES**

- **Do not touch**
- **Notify supervisor**
  - If directed to do so: Call 911
  - State your name
  - Court address \_\_\_\_\_
  - Exact location of package
- **Follow directions**

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**BOMB THREAT CHECKLIST**

Exact time of call:

Phone number of caller (caller ID):

Exact words of caller: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GET INFORMATION - QUESTIONS TO ASK**

1. **When** is the bomb going to explode? \_\_\_\_\_
2. **Where** is the bomb? \_\_\_\_\_
3. **What** does it look like? \_\_\_\_\_
4. **What** will cause it to explode? \_\_\_\_\_
5. **What** is your name? \_\_\_\_\_
6. **What** is your address? \_\_\_\_\_
7. Did you place the bomb? \_\_\_\_\_
8. Why? \_\_\_\_\_
9. Where are you calling from? \_\_\_\_\_

**CALLER'S VOICE** (circle)

Calm	Disgusted	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If the voice is familiar, whom did it sound like? \_\_\_\_\_

What were the background noises? \_\_\_\_\_

Did the call sound like a cellular or pay telephone? (circle) Yes No

Remarks: \_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number call received at: \_\_\_\_\_

Date: \_\_\_\_\_

**Report call immediately.**

From: Bomb Threats and Physical Security Planning  
U.S. Bureau of Alcohol, Tobacco, and Firearms

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**BOMBS/BOMB THREAT CHECKLIST**

ISSUE	YES	NO
1. Threat evaluation team identified		
2. Search teams identified and trained		
3. Contingency plan prepared and located off-site		
4. Bomb threat forms located at all incoming telephone stations		
5. Staff trained in use of threat forms		
6. Caller ID available at all incoming telephones		
7. All incoming mail checked at one location		
8. Staff trained in checking incoming mail		
9. Practice search conducted		
10.		
11.		
12.		
13.		
14.		
15.		

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**EMERGENCY PROCEDURES – NATURAL/CIVIL DISASTER**

Because disasters are always possible, the court should have **plans in place prior** to an occurrence. Plans for natural disasters such as tornados, flooding, and heavy snowfall should be developed with the assistance of the local emergency management authority. In addition, the court should examine its' environment for other potential civil disasters such as; nearby railroads and chemical spills.

**Reporting.**

- A. Locate nearest working telephone, or police radio, or use a cellular telephone. If no phones or radios can be located, send a designated staff member to police headquarters to report on the situation.
- B. Call 911 and state type of emergency. When connected with the fire department or police department, or at the operator's request, state:
  - 1. Your name.
  - 2. Address of the court:
  - 3. Nature of the emergency.
  - 4. Situation and extent of injuries as known.
- C. Contact local disaster relief agency. Telephone number: \_\_\_\_\_
- D. Contact utility emergency services for gas/electric. Telephone numbers:  
Electric \_\_\_\_\_ Gas \_\_\_\_\_
- E. Contact the State Court Administrative Office

**Procedures for the Emergency Response Team.**

- A. Take command and begin organizing relief/assistance groups to help the injured.
- B. Use fire extinguishers as necessary.
- C. Evacuate the building and assemble in designated area, or take shelter in a pre-designated area, i.e. tornado shelter.

**Upon Arrival of Emergency Response Professionals.**

- A. Incident Commander will assume command..
- B. Follow directions from the Incident Commander.

## **KEY POINTS**

### **CIVIL/NATURAL DISASTER**

- **Call 911**
  - **State your name**
  - **Address of the court:** \_\_\_\_\_
  - **Nature of the emergency**
  - **Report any known injuries**
- **If appropriate, contact gas/electrical services for cut-off**
- **Evacuate, if necessary**
- **Assist emergency responders**

## CIVIL/NATURAL DISASTER CHECKLIST

ISSUE	YES	NO
1. Local emergency management authority contacted		
2. Environmental scan conducted (other nearby hazards)		
3. Utility services emergency numbers prepared		
4. Interior shelter areas checked		
5. Disaster recovery plans prepared		
6. Locations of heavy equipment identified		
7. Disaster recovery contractors identified <ul style="list-style-type: none"> <li>● Fire</li> <li>● Computer</li> <li>● Flood damage</li> <li>● Telephone backups</li> <li>● Temporary office equipment</li> </ul>	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
8. Alternative court location identified		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

**EMERGENCY PROCEDURES—MEDICAL EMERGENCY**

Medical emergencies are likely to occur in the court environment. Key points to follow in establishing a medical emergency policy are:

- A. Provide training for key people in first aid or advanced first aid, and CPR.
- B. Have well stocked first aid kits available in a number of locations accessible to staff in the event of an emergency. First aid kits should also contain **universal precaution equipment**.
- C. Establish method for notifying trained staff to assist.
- D. List emergency numbers near all phones; and assign responsibility for contacting emergency response agencies, and make provision for notification of family members.
- E. Accessibility Issues:
  - Emergency vehicle arrival area and parking.
  - Elevator access.
  - Special security provisions for prisoner medical emergencies.

**Procedures for Any Court Staff**

- A. Remain with victim and continue care.
  - 1. Soothe and calm victim.
  - 2. Do not move victim unless required by life-threatening circumstances.
  - 3. Clear obstructions from the area.
- B. Send someone outside to direct paramedics.

**When Paramedics Arrive**

- A. Senior paramedic assumes command.
- B. Follow paramedic's orders.

## **KEY POINTS**

### **MEDICAL EMERGENCY**

- **Call 911**
  - **State your name**
  - **Address of the court:** \_\_\_\_\_
  - **Nature of the emergency**
  - **Exact location of medical emergency**
  - **Recommended entrance for medical responder**
- **Perform appropriate first aid/CPR**
- **Always follow universal precautions**
- **Control bleeding** with direct pressure
- **Prevent shock** by elevating feet
- **Do not move** unless absolutely necessary

**KEY POINTS****UNCONSCIOUS VICTIMS**

If rescuer is **trained in CPR**:

- **YELL FOR HELP**, and have someone call 9-1-1.
- ABC's of **rescue breathing** for adults

**Airway**

- **Roll victim unto back, supporting head and neck**
- **Open airway by head-tilt/chin-lift maneuver**
- **Look, listen and feel for breathing for 3 to 5 seconds**
- **If no breathing, proceed to Breathing**

**Breathing**

- **Pinch victims nose shut, put your mouth over victims, making a tight seal**
- **Give 2 slow breaths. If breaths do not go in, reposition and try again**
- **If breaths still do not go in, refer to Heimlich Maneuver or choking**

**Circulation**

- **Check carotid pulse for 5 to 10 seconds**
- **If pulse is present, perform rescue breathing at the rate of 12 times per minute**

- Start ventilation or CPR if necessary

**KEY POINTS****CONSCIOUS VICTIMS**

- **YELL FOR HELP**, and have someone call 911.
- **Do not move patient** or allow the patient to move around.
- Try to **control** any **heavy bleeding** using direct pressure on the wound.
- Try to **keep** the **patient from going into shock** by maintaining body temperature and elevating the lower extremities if possible.

**KEY POINTS****CPR**

- **Call 911**
- Follow ABC's of rescue breathing
- In addition:
  - Run index and middle fingers along lower margin of rib cage to center notch
  - Place heel of hand on breastbone just above this point. Depress approximately 1 ½ - 2 inches
  - Place second hand on top of first
  - Perform 80 to 100 compressions per minute (15 compressions to 2 breaths)
  - After 1 minute check for carotid pulse
  - If no pulse, resume CPR with chest compressions. Check pulse after first minute (4 cycles) then every few minutes.
  - Continue until advanced life support is available.

**KEY POINTS****HEIMLICH MANEUVER**

- **Call 911**
- Ask "Are you choking?" Assume "yes" if victim is unable to speak or cough
- Perform maneuver:
  - From behind victim wrap arms around victim's waist
  - Make a fist, thumb toward stomach, and grasp fist with other hand
  - Position fist above navel
  - Press fist into stomach with quick inward and upward thrust until object is expelled or victim becomes unconscious.
- If victim becomes unconscious begin **RESCUE BREATHING**

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**MEDICAL EMERGENCY CHECKLIST**

ISSUE	YES	NO
1. All staff trained in basic first aid		
2. First aid kits available		
3. First aid kits contain “universal precaution” equipment		
4. Staff trained in advanced first aid		
5. Staff trained in CPR		
6. Staff trained in Heimlich Maneuver		
7.		
8.		
9.		
10.		

**ESCAPES**

The escape plan should include information on dealing with other prisoners, maintaining security for the court, and proper notification to the police.

**Other Prisoners**

Secure any other individuals in custody to prevent other escapes.

**Notifications**

- A.** Designate who to notify in the court. Outline information to provide to court staff.
  - 1. Name of escapee
  - 2. Description
  - 3. Last known location building
  - 4. Degree of danger
- B.** Notify outside law enforcement agencies. Outline information to provide them.
  - 1. Name of escapee
  - 2. Description of offender
  - 3. Possible direction of travel
  - 4. Other information (weapons, address etc) which may assist in capture
- C.** Establish Methods for Notification of Apprehension of Escapee.

**Security**

- A.** Outline the method for initiating an immediate building lock-down.
- B.** Consider a plan that will selectively “route” escapees.
- C.** Establish search pattern of the court and its perimeter.

## **KEY POINTS**

### **ESCAPES**

- **Call 911**
  - **State your name**
  - **Address of the court:** \_\_\_\_\_
  - **Nature of the emergency**
- **Initiate lock-down** procedures
- **Make court notifications**
  - Name of escapee
  - Description
  - Last known location in building
  - Degree of danger

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**ESCAPE CHECKLIST**

ISSUE		YES	NO
1.	Escape procedure developed with local police		
2.	Lock-down procedure developed		
3.	“Routing” is part of lock-down plan		
4.	Apprehension notification in place		
5.	Holding cell inspection conducted:		
6.			
7.			
8.			
9.			
10.			

**DISASTER RECOVERY****Planning**

Planning for a disaster should include both emergency plans, and disaster recovery plans. The plans should include disaster recovery ideas and temporary court locations.

- A.** Know locations and how to secure heavy equipment in the event of structural damage.
- B.** Know contractors for a number of specialty areas: (A disaster recovery directory is available from the SCAO)
  - 1. Fire recovery specialists
  - 2. Computer recovery
  - 3. Flood damage specialists
  - 4. Emergency telephone backups
  - 5. Temporary office equipment supply

**Temporary Location**

- A.** Identify designated backup location for the court and how to coordinate setting up site, if necessary.
- B.** Ensure backup site has at least minimal security, including holding areas.
- C.** Have regular data backups done with off site storage

# **NOTICE**

**DUE TO AN EMERGENCY, THIS  
COURT IS CLOSED UNTIL:**

**IF YOU MISSED A COURT DATE  
BECAUSE OF THIS EMERGENCY,  
YOU HAVE UNTIL \_\_\_\_\_  
TO RETURN TO COURT TO TAKE  
CARE OF THE MATTER.**

\_\_\_\_\_  
Presiding Judge